G. R. S. 58]

Previous references.

Misc

Preserve

1

File No. 65-4

1916.

Serial Nos. 1—6

(E. A. G.)

Later references.

CB 166-40-(Hr)

GENERAL AND REVENUE SECRETARIAT.

P. 40 / E

Serial Nos. 1—4.

Part B for

SUBJECT.

Inspection Rules

(G. O. no 65-4 - E. A. G. dated 21st August 1916)
Sanctions Inspection rules for the offices and Institutions under the control of the Mugiddu superintendent

W D 1851—GPB—20,000—18-12-15

Received 30.10.16

2

G.R.S. 11] 1916.

GENERAL AND REVENUE SECRETARIAT.

(E&A)

NOTES.

E&A File No. 65.

FILE HEADING.

Arrangement for the inspection of offices under the Control of the Inspector of Schools in Mysore

From

The Inspector of Schools in Mysore

No. 1641 Dated 8-4-16 Received 20-4-16.

Diary No.	Enclos. 3. Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

Submits proposals for the periodical inspection of his own office and three other offices under his control.

NOTES AND ORDERS.

The list of questions proposed for the Dinpati Peishkar's office, the Sanskrit college at Bangalore, the Ayurvedic college at Mysore and the Vyasaraya mutt Agent's office seem suitable. The standard list of questions proposed to be

NOTES—First Sheet

GPB—35,000—15 6-12

Serial No.

adopted for the Mangrai Dispo office is put up.

This may [illegible] [illegible] [illegible] 5/6

Inter 6/6 V ~~[illegible]~~ The Tirupati charities are visited at present once a year - this is perhaps sufficient - Please put up draft for approving of the new proposals - 15/6.

Draft f.o. is put up

Inter 9/7. 3 Please enquire which period would be convenient for the inspection of the different institutions 19/7

4 Draft put up Inter 9/7. 5. Done 21/7

2 Letter No. 65. E. A.G. dt 22. 7. 1916 to the Mangrai Superintendent in Mysore, requesting him to inform the period during which each of the proposed inspections may be held.

3. Mang. Supt's reply No. 162 dt 6th Aug. 16. stating the periods convenient for his insp.

6 In the case of the Tirupati charities the Mang. Supt. leaves it to Govt. to decide whether two inspections in the year are may be held or only one will do

Draft f.o. put up

Inter 15/8.

NOTE—Contn. sheet.

4 3

B

G. R. S. 12]

General and Revenue Secretariat.

E/AG File No. 65 of 191

Serial No.

7. Put → for approval or other orders

NLL
16/8/16

Seen & member)

1894
16.8.16

8 One inspection will do, as far as Simpellu is concerned. Disappointed with this modification

16/8/16

21-8-16

9

Done
NLL
19/8

4 G.O. No. 65-4-E. dt. the 21st August 1916 sanctioning inspection rules under the control of the Mungrai Supdt.

10 To Branch VII for kind note & return.
28/9/16.

A copy for the Branch is also enclosed. 23/9.

NLL
26/9

Mr. L. Nis 2449 .16-17

11 Submitted to Secy for perusal
29.9.16

Seen and ret'd with thanks
lee
21.10.16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

No. 1641

Encls. Six

OFFICE OF THE MUZRAI SUPERINTENDENT IN MYSORE,

Dated Bangalore, 18th April 19 16

FROM

G. ARAVAMUDU IYENGAR, ESQ., B.A., B.L.,

MUZRAI SUPERINTENDENT IN MYSORE,

BANGALORE.

To

D. M. Narasinga Rao, Esquire, B.A., B.L.,

Secretary to the Government of His Highness

the Maharaja of Mysore, General Department.

SIR,

I have the honour to acknowledge receipt of Government Order No.10870-10918/E.A.43-14-1 dated the 10th April 1915 and your circular letter No.921-962 on the subject of the inspection of offices. The offices under my control are:-

1. The Muzrai Superintendent's Office,
and
2. The Peshkar's Office at Tirupati.

2. My own office is being frequently inspected by myself and defects pointed out and set right then and there. The Peshkar's office at Tirupati is inspected once a year ordinarily but having to do only with the administration of the local charities, the correspondence carried by it is very little.

3. In addition to the above there are two colleges under my control, viz., the Sanskrit College at Bangalore and the Ayurvedic College at Mysore. There is very little office work to do in these institutions but they are being periodically inspected by me.

4. In this connection I may also mention the office of the Government Agent to Vyasaraya Matha. He has an establishment of one clerk and one Daftarband and is chiefly engaged in inspecting

and managing the properties of the Matha lying outside the Stat. He seldom stays with his office for any length of time at Bangalore and hence I have not been able to inspect his office records and registers which I shall take an early opportunity of doing.

5. As regards the frequency of inspections I would recommend a half yearly inspection by myself in the case of Tirupati Charities where the cash transactions are somewhat heavy and an annual inspection in the case of the remaining three offices.

6. The standard form of questions forwarded with your letter No.921-962/E.A. dated 22nd May 1915 will quite do so far as my office is concerned. It is much too elaborate and otherwise not quite suitable in the case of the other offices under my control I submit herewith for the approval of Government three sets of questions one for the Peshkar's Office at Tirupati, one for the Colleges and the remaining for the Government Agent's Office.

I have the honour to be,

Sir,

Your most obedient servant,

Muzrai Superintendent.

GPB—1,000—8-7-15.

191

From

THE MUZRAI SUPERINTENDENT
IN MYSORE.

To
The Secretary to the
Government of H.H.the
Maharaja of Mysore, General
Department.

Dated18th April 1916.

Despatched 19-4-16

No. 1641

Enclosures Sine

Subject.

Submits a report on the subject of the inspection of offices.

2

G.R.S. 26]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

Section EAS
File No. 65
Serial No. 3

General and Revenue Secretariat
( )
, *the* 191

No. 65-E. A.S.

Date of issue 22. 7. 1916.

Signed by Mr. N. Madhava Rao.

To The Inspector in Mysore

Sir,

With refce. to your letter No. 1641 of the 18th April 1916 in re arrangements for the periodical inspection of the offices and institutions under your control, I am directed to request you to be so good

over.

as to state the period
of the year during which
each of the proposed
inspections ~~is to be made~~ may be conveniently held

Maverca

for secy to Govt:

Govt dept:

Nepe
9/7.

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

WD 019—GPB—1,000—10-4-16

No. 162

Encls. one

OFFICE OF THE MUZRAI SUPERINTENDENT IN MYSORE,

Dated Bangalore, 9th August 10th *1916*

FROM

G. ARAVAMUDU IYENGAR, ESQ., B.A., B.L.,
MUZRAI SUPERINTENDENT IN MYSORE,
BANGALORE.

To

D. M. Narasinga Rao, Esquire, B.A., B.L.,
Secretary to the Government of His Highness
the Maharaja of Mysore, General Department.

SIR,

With reference to your letter No.65 -E.A.G. dated 21st July 1916, I have the honour to forward herewith a statement showing the periods of the year in which the offices under the Muzrai Superintendent may be inspected by him.

I have the honour to be,

Sir,

Your most obedient servant,

G. Aravamudu

Muzrai Superintendent.

Statement showing the periods of the year in which the offices under the control of the Muzrai Superintendent are proposed to be inspected.

---

1. Muzrai Superintendent's Office.	At the beginning of every calendar year, i.e. in the month of January
2. Office of the Government Agent of the Sri Vyasa-raya Matha.	---Do.---
3. Ayurvedic College, Mysore.	In March.
4. Sanskrit College, Bangalore	In March.
5. Tirupati Charities.	During the months of March and September of every year or if one inspection is considered sufficient, in the month of September.

Muzrai Superintendent.

12

GEN. 12 AUG 1916

191

From

THE MUZRAI SUPERINTENDENT
IN MYSORE.

To

The Secy to Govt.
Gen Dept.

Dated

Despatched 10th Aug 1916.

No. 162

Encls. one.

SUBJECT

Submits a statement showing the periods of the year in which the offices under the control of the Muzrai Supdt are proposed to be inspected.

13

G.R.S. 28]

E&A File No. 65
Serial No. 4

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.
( )

Proceedings of the Government of His Highness the Maharaja of Mysore

, the 191 .

READ—
G.O. No. 10870-918/S.A.43:14-1 of the 10th April 1915 issuing general instructions for the systematic inspection of all govt. offices.

Date of issue 23/9/16

ORDER THEREON.—No.
2. Correspondence ending with letter No. 162 of the 10th August 1916 from the Mung: Supt in Mysore submitting proposals in respect of the

Signed by M. N. Madhava Rao

over

SUBJECT.

Sanctions inspection rules for the offices and institutions under the control of the Mungai Superintendent

GPB—50,000—1-12-12

offices and institutions under his control.

Order No. 65-4/E.A.S. of Aug. 1916.

The arrangements proposed by the Mungrai Insp.: are approved. The offices and institutions to be inspected by him ~~are~~ and the time for inspection of each of these are detailed in the statement given below:-

Names of offices and institutions	Time of inspection.
1. Mungrai Insp.'s office.	In January every year
2. Office of the Forest agent Sri Vyasaraya matha.	do
3. Office of the Peishkar of the Maharajah's Charities at Tirupati.	In ~~March~~ September every year.
4. Sri Chamarajendra Sans Krit College, Bangalore.	In march every year
5. Ayurvedic College, Mysore	do

The inspection forms printed as appendix to this order will be ~~invariably~~ used in reporting on the result of ~~each~~ the inspns.

MM

For Secy to Govt.
Sericulture

To The Mung: Insp: in Mysore
Copy to Br VII.

Appendix A.

the Municipal Inspector

MEMO OF QUESTIONS FOR THE INSPECTION OF OFFICES.

Name of inspecting officer with designation
Duration of inspection — { Date commenced / Date concluded
Previous inspection — { Date / Name of inspecting officer.

I. GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

Service Registers, Lists of Establishments, etc.

4. Is an up-to-date list of the establishment both clerical and menial maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

8. Is a register of applications for appointments maintained and are selections made therefrom?

9. Are all appointments made in accordance with rules pertaining to the Department?

Distribution of Work.

10. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient without being excessive?

11. Does each official maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

3

Arrear Lists.

12. Does every official in each Branch prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the Head of the Branch and is a statement submitted by the 5th of the month following?

13. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

Are similar monthly statements called for from subordinate offices if any and scrutinised before the 15th of the month following?

A copy of the latest arrear list may be appended.

Reports and Returns.

14. Is a statement of the periodical reports and returns due from each branch prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? *Vide* Rule 6 of the Efficiency Rules.

How many and which returns were overdue at the time of inspection.

15. Are all disposed of records promptly made over to the Record-keeper duly arranged and stitched? What is the number of such records remaining to be sent to the record room?

Furniture List.

16 Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a ~~similar list maintained for tents?~~

Note made in the register of all articles lost or which have become unserviceable?

Is the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture kept?

Is a list of tents maintained.

Stationery and Forms.

16 In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

Is a general indent book maintained for monthly issue of stationery?

17. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

18. Is a register of periodical issue of stationery maintained? *Vide* Rule 36 of the Stationery Rules.

File of Standing Orders.

19. Is a complete set of the standing orders of Government relating to the work of each branch of the office maintained? Are circular instructions received from superior authorities maintained in the several departments in separate files? Are these files complete and up-to-date?

Is each provided with a table of contents and if bulky, also an index?

20. Is a similar file maintained of circulars issued from the office?

Library.

21. In whose charge is the office Library and where is it kept?

22. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

23. Is a catalogue of the office Library maintained up-to-date?

24. Are all books received into the Library correctly labelled and deposited in their appropriate places?

25. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

26. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

27. Is a monthly report of books removed and not returned submitted?

28. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

Tour.

29. Is a definite programme drawn up and adhered to?

2 old and unserviceable articles sold by public auction and the proceeds credited to Govt (Vide rule 69 of the Stationery rules)?

4

II. Correspondence and Registers.

30. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?

31. How many of such registers are maintained? Are a peon book and tappal book maintained?

32. Are the registers written up neatly? Are the entries concise and clear?

33. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure?

34. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the refer book, peon book and tappal book.

35. Is the issue register checked once a month by the ministerial head of the office?

36. Is an Amad Register maintained to enter all covers as they are received in the Branch?

37. Is a separate petition register maintained in the form prescribed by Rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted?

38. Is there any abnormal delay in the disposal of petitions?

39. Is the half-yearly return of petitions sent up regularly as required by Rule 24 of the Petition Rules?

40. Are all the registers periodically examined by the head of the branch and the ministerial head of the office and signed by them in token of their inspection?

× ×

III. Cash and Contingencies.

42. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained? ✓

(1) Cash Book. ✓

(2) General ledger or classified abstract of the monthly totals of the Cash Book. ✓

(3) Contingent Register. ✓

(4) Order book for contingent charges. ✓

41. Are all disposed of records promptly made over to the Record Keeper duly arranged and stitched? What is the number of such records remaining to be sent to the record room?

43. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

44. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

45. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

46. Are all charges incurred on account of contingencies entered in the contingent register from day to day? *Vide* Article 81 of the Civil Account Code. Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

47. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

48. Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 83 of the Civil Account Code and are the initials of the head of the office obtained?

49. Is the expenditure kept within the budget grant?

50. Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by para 210 of the Mysore Treasury Manual? Are all disallowances promptly deducted from the succeeding contingent bills?

51. Is the account of service postage labels correctly written up? Who keeps them and where? Does the balance of labels agree with the book balance?

52. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

53. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of office?

54. Are the bills and payments posted in the cash book?

55. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

56. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

57 Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

58 Are drafts of the office travelling allowance bills maintained in a register?

61 ~~59~~ Are pension applications prepared and submitted in time as required by G. O. No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

62 ~~60~~ How many cases are pending and why? The last pension quarterly may be reviewed.

59. Is there any undisbursed travelling allowance kept. ~~How~~ is undisbursed travelling allowance disposed of. Are the rules laid down in G.O. No: H2187-235 of 19-11-1915 S.A 63-15-4 regarding refund to be carry of undisbursed T.A duly observed?

60 Have personal claims of officers to pay allowances and increments been discharged without delay? If any are delay what is the cause for the same?

IV. Records.

63 The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.

64 Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

65 In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

A list of the records taken out of the record room and outstanding for long periods may be given.

66 ~~Have rules been framed for regulating the periodical destruction of unserviceable records and~~ Have all time-expired papers been eliminated according to ~~such~~ rules?

Miscellaneous.

67 Is an inspection minute book maintained and written up as laid down in para 4 of G.O. No: 10870-918 E.A. 63-14-1 of 10th April 1915.

Extent to which points noted for action at previous inspections have been attended to? ~~may be noted~~

68. ~~General remarks~~ Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and

Appendix B

MEMO OF QUESTIONS FOR THE INSPECTION OF

HIS HIGHNESS THE MYSORE MAHARAJA'S CHARITIES AT

TIRUPATI.

-----:0:-----

1. ~~Date of inspection~~. Name of Inspector
2. ~~Name~~. Duration of inspection { Date commenced / Date concluded
3. ~~Designation~~. Previous inspection { Date / Name of inspecting officer
4. Are the rooms and premises of the office kept clean?
5. How many clerks are working?
6. Is an up-to-date list of establishment both clerical and menial maintained?
7. How is the clerical and supervision work distributed in the office and at the chattrams?
8. Is the work assigned to each official, sufficient without being excessive?
9. Are the officials hospitable towards the pilgrims? How is this tested?
10. How are supplies made by the provision contractor?
11. What are the checks maintained to ensure accurate accounting?
12. Have these registers been checked and found correct?
13. Are the daily expenditure sheets (Rozwar Chittas) prepared at the close of each day or early morning on the day following?
14. Is the balance of provisions being checked once a week?
15. Is a cash book maintained regularly?
16. What is the amount of the permanent imprest?
17. What is the balance on hand? Is the amount spent accounted for?
18. Is there any money on hand awaiting remittance to parties Details should be furnished?
19. Are there any long standing advances made out of the office imprest awaiting adjustment? Details should be furnished?
20. Are all charges incurred on account of cash purchases entered in the Register then and there?

21. Are all contingent charges incurred under due authority?

22. What are the other Registers maintained?

23. How are salary bills prepared? Are drafts of such bills maintained?

24. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein?

25. Is undisbursed pay short drawn invariably in the pay bill of the next month?

26. Is a list of vessels maintained with their correct weight noted thereon? Are they duly numbered?

27. What is the condition of the vessels at the time of inspection?

28. Is a furniture list maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the list being checked every now and then?

29. How are the records maintained? Are they being arranged chronologically?

30. Are there any Nehimidars drawing allowances from the charities and have these Nehimies been granted under proper authority?

31. What is the condition of the buildings? Do they require any repairs?

32. ~~General remarks if any.~~ Is an inspection minute book maintained and all point requiring attention noted therein?

33. Extract the points noted for action of persons responsible have been attended to?

34. General remarks if any in respect of the working of the ~~[illegible]~~ institution.

Muzrai Superintendent.

Appendix C

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE GOVERNMENT AGENT OF THE SRI VYASARAYA-SWAMI MATHA.

---:o:---

Name of inspecting officer in charge of inspection.

1. ~~Date of inspection.~~ Duration of inspection { Date Commenced. Date Concluded.
2. ~~Name.~~ Previous inspection { Date Name of inspecting officer.
3. ~~Designation.~~

4. When was the Matt taken under Government management?

5. When was the Government Agent appointed and what are his qualifications and powers.

6. What is the establishment allowed to him? Are the pay and allowances being regularly disbursed and proper acquittances taken?

7. What are the registers maintained by him?

8. What are the properties under his direct supervision? Are D.C.B. and other registers maintained with regard to these?

9. What is the total amount of arrears left uncollected at the end of the previous year?

10. What are the estates that have been leased out on fixed rent? Are any arrears of rent still due from the lessees?

11. Have any legal steps been required to be taken for the collection of these arrears.

12. Note the number of cases by or against the Matha in the various courts of British India.with a brief indication of the nature of the claim in dispute and the stage of pendency

13. Note the cases which have been finally decided during the year and their bearing upon Matt income.

14. The amount that was collected by the Government Agent during the year and the amount remitted by him to Government Treasury and the explanation for any balance kept in his hand.

15. Is the tour programme of the Government Agent fixed in consultation with the Muzrai Superintendent? What is the period of his absence on tour during the previous year?

16. What is the total expenditure during the year entailed by the Agent and his office?

17. Are the lease deeds properly preserved? Where are they lodged?

18. Are detailed contingent bills of each month submitted with vouchers regularly as per rules?

19. Is any undisbursed pay on hand? If so, since how long?

20. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

21. Is the administration report being submitted regularly? - what is the due date and the date of actual despatch

22. Is an inspection minute book maintained and ~~up~~ points requiring attention noted therein?

23. Extent to which points noted for action at previous inspections have been attended to.

24. General remarks, if any

Muzrai Superintendent.

9

Appendix D.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE

SRI CHAMARAJENDRA SANSKRIT AND AYURVEDIC COLLEGES.

------:o:------

1. Name of College

2. ~~Date~~ Duration of inspection. {Date commenced / Date concluded.

3. Name of ~~College~~ inspecting officer with designation.

4. ~~Designation~~ Previous inspection {Date / Name of inspecting officer.

5. Is the accommodation sufficient and suitable? Note result of the sanitary condition of the building.

6. Is an attendance Register for Pandits and teachers in use? Note remarks if any on the punctual attendance of the teachers or otherwise.

7. Are the records of the qualifications and services of the Pandits brought up-to-date?

8. Is the work properly distributed among the staff? Append copy of the time table.

9. Is the work assigned to each teacher sufficient without being excessive and is it in accordance with his capability?

10. What is the strength of each class or section?

11. What is the average attendance?

12. Are periodical examinations held? and with what result?

13. How many scholarship holders are there?

14. Are acknowledgments duly taken in the Register for payment?

15. Are periodical reports and returns duly prepared and submitted? Note any instances of delay.

16. Is a register for furniture maintained? Are all articles of furniture entered therein together with the details as to the cost and date of purchase of each? Is the Register verified once in every quarter and the result reported?

17. Is an up-to-date catalogue of books in the Library maintained? Are the books properly arranged and taken care of?

18. ~~General remarks if any.~~ Is an inspection minute book maintained and points requiring attention noted therein?

19. Extent to which points noted for attention at previous inspections have been attended to.

20. General remarks, if any in regard to improving the efficiency of the working of the institution.

Lakshmanan Rao
MUZRAI SUPERINTENDENT

(a) Abstract of Receipts and Expenditure for the year ending 30th June being the official year immediately preceding that in which the annual inspection takes place.

RECEIPTS.		Rs. A. P.	EXPENDITURE.	Rs. A. P.
1.Receipts from fees:--			1.Teaching staff. - - - - -	
(a) Regular. - - - - - - -			2.Clerks. - - - - - -	
(b) Entrance. - - - - - - -			3.Servants. - - - - - -	
(c) Gymnastic. - - - - - - -			4.Scholarships. - - - - -	
(d) Special--for laboratory etc. - - -			5.Prizes. - - - - - -	
(e) Penal. - - - - - - -			6.Rent. - - - - - -	
2.Receipts from endowments.	(General.- -		7.Taxes. - - - - - -	
	(Particular* -		8.Furniture. - - - - - -	
3.Current subscriptions and donations. - - -			9.Science apparatus. - - - -	
4.Grants from --			10.Other appliances --maps,class books etc.	
	(Salary. - -		11.Library and reading room. - - -	
(a) Provincial Funds. - - -	(Special.- -		12.Repairs and up-keep. - - - -	
	(Scholarship. -		13.Ordinary contingencies. - - -	
	(Salary. - --		14.New buildings. - - - - -	
(b) Muzrai funds. - - -	(Special.- -		15.Gymnasium and games. - - - -	
	(Scholarship. -		~~16.Outlay not falling under the above head.~~*	
	(Salary.			
(c) Local funds. - - -	(Special.			
	(Scholarship.			
5.Other sources.* - - - - - - -				
	Total. -		Total.	
6.Net cost, if any, to management. - - -			17.Profit,if any, to management. -	
GRAND TOTAL.			GRAND TOTAL.	

* To be specified in the column for remarks.

Saravanamuthu

MUZRAI SUPERINTENDENT.

27

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 65-4—E. A. G., dated 21st Aug. 1916

Inspection Rules.

Sanctions — for the offices and institutions under the control of the Muzrai Superintendent.

W D 559—GPB—18.9.16—250

No. 65-4—E. A. G., DATED 21ST AUGUST 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915, issuing general instructions for the systematic inspection of all Government offices.

2. Correspondence ending with letter No. 162, dated the 10th August 1916, from the Muzrai Superintendent in Mysore, submitting proposals in respect of the offices and institutions under his control.

Order No. 65-4—E. A. G., dated 21st August 1916.

The arrangements proposed by the Muzrai Superintendent are approved. The offices and institutions to be inspected by him and the time for inspection of each of these are detailed in the statement given below:—

Names of offices and institutions	Time of inspection
1. Muzrai Superintendents' office ...	In January every year.
2. Office of the Government Agent, Sri Vyasaraya Matha ...	Do
3. Office of the Peishkar of His Highness the Maharaja's chattram at Tirupati ...	In September every year.
4. Sri Chamarajendra Sanskrit College, Bangalore	In March every year.
5. Ayurvedic College, Mysore	Do

2. The inspection forms printed as appendices to this order will be used in reporting the result of the inspections.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Muzrai Superintendent in Mysore.

Exd.—C. R.

No. 65-4—E. A. G., DATED 21ST AUGUST 1916.

APPENDIX A.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE MUZRAI SUPERINTENDENT'S OFFICE.

Name of Inspecting Officer with designation—

Duration of inspection ... ... { Date commenced. / Date concluded.

Previous inspection ... ... { Date. / Name of officer.

I. GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and permises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

Service Registers, Lists of Establishment, etc.

4. Is an up-to-date list of the establishment both clerical and menial maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

8. Is a register of applications for appointments maintained and are selections made therefrom?

9. Are all appointments made in accordance with rules pertaining to the Department?

Distribution of Work.

10. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient without being excessive?

11. Does each official maintain a diary and do the entries show sufficient work for each day?

What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

Arrear Lists.

12. Does every official in each Branch prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the Head of the Branch and is a statement submitted by the 5th of the month following?

13. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

Are similar monthly statements called for from subordinate offices, if any, and scrutinised before the 15th of the month following?

A copy of the latest arrear list may be appended.

Reports and Returns.

14. Is a statement of the periodical reports and returns due from each branch prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? *Vide* Rule 6 of the Efficiency Rules.

How many and which returns were overdue at the time of inspection?

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Furniture List.

15. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable?

Is the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture kept?

Is a list of tents maintained?

Stationery and Forms.

16. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

Is a general indent book maintained for monthly issue of stationery?

Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (*Vide* Rule 19 of the Stationery Rules.)

17. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

18. Is a register of periodical issue of stationery maintained? *Vide* Rule 36 of the Stationery Rules.

File of Standing Orders.

19. Is a complete set of the standing orders of Government relating to the work of each branch of the office maintained? Are circular instructions received from superior authorities maintained in the several departments in separate files? Are these files complete and up-to-date?

Is each provided with a table of contents and if bulky, also an index?

20. Is a similar file maintained of circulars issued from the office?

Library.

21. In whose charge is the office Library and where is it kept?

22. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

23. Is a catalogue of the office Library maintained up-to-date?.

24. Are all books received into the Library correctly labelled and deposited in their appropriate places?

25. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

26. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

27. Is a monthly report of books removed and not returned submitted?

28. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

Tour.

29. Is a definite programme drawn up and adhered to?

II. CORRESPONDENCE AND REGISTERS.

30. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?

31. How many of such registers are maintained? Are a peon book and tappal book maintained?

32. Are the registers written up neatly? Are the entries concise and clear?

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33. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure?

34. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the refer book, peon book and tappal book.

35. Is the issue register checked once a month by the ministerial head of the office?

36. Is an Amad Register maintained to enter all covers as they are received in the Branch?

37. Is a separate petition register maintained in the form prescribed by Rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted?

38. Is there any abnormal delay in the disposal of petitions?

39. Is the ~~half yearly~~ quarterly return of petitions sent up regularly as required by Rule 24 of the Petition Rules?

40. Are all the registers periodically examined by the head of the branch and the ministerial head of the office and signed by them in token of their inspection?

41. Are all disposed of records promptly made over to the Record-keeper duly arranged and stitched? What is the number of such records remaining to be sent to the record room?

III. CASH AND CONTINGENCIES.

42. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained?

(1) Cash Book.

(2) General ledger or classified abstract of the monthly totals of the Cash Book.

(3) Contingent Register.

(4) Order book for contingent charges.

43. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

44. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished.

45. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

46. Are all charges incurred on account of contingencies entered in the contingent register from day to day? *Vide* Article 81 of the Civil Account Code. Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

47. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

48. Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 83 of the Civil Account Code and are the initials of the head of the office obtained?

49. Is the expenditure kept within the budget grant?

50. Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by para 210 of the Mysore Treasury Manual? Are all disallowances promptly deducted from the succeeding contingent bills?

51. Is the account of service postage labels correctly written up? Who keeps them and where? Does the balance of labels agree with the book balance?

52. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

53. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and

proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of office?

54. Are the bills and payments posted in the cash book?

55. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

56. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

57. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

58. Are drafts of the office travelling allowance bills maintained in a register?

59. Is there any undisbursed travelling allowance kept? Is undisbursed travelling allowance disposed of? Are the rules laid down in Government Order No. Fl 2187-235—S. & A. 63-15-4, dated 19th November 1915, regarding refund to treasury of undisbursed travelling allowance duly observed?

60. Have personal claims of officers to pay, allowances and increments been discharged without delay? If any are delayed what is the cause for the same?

61. Are pension applications prepared and submitted in time as required by Government Order No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

62. How many cases are pending and why? The last pension quarterly may be reviewed.

IV. RECORDS.

63. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.

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64. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time, is necessary, to complete their sorting?

65. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

A list of the records taken out of the record room and outstanding for long periods may be given.

66. Have all time-expired papers been eliminated according to rules?

V. MISCELLANEOUS.

67. Is an inspection minute book maintained and written up as laid down in para 4 of Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915?

Extent to which points noted for action at previous inspections have been attended to.

68. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestions, if any, for improving the efficiency of the working of the office.

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APPENDIX B.

MEMO OF QUESTIONS FOR THE INSPECTION OF HIS HIGHNESS THE MYSORE MAHARAJA'S CHARITIES AT TIRUPATI.

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1. Name of Inspecting Officer with designation.....

2. Duration of inspection { Date commenced..... / Date concluded.....

3. Previous inspection { Date..... / Name of Inspecting Officer.....

4. Are the rooms and premises of the office kept clean?

5. How many clerks are working?

6. Is an up-to-date list of establishment both clerical and menial maintained?

7. How is the clerical and supervision work distributed in the office and at the chattrams?

8. Is the work assigned to each official, sufficient without being excessive?

9. Are the officials hospitable towards the pilgrims? How is this tested?

10. How are supplies made by the provision contractor?

11. What are the checks maintained to ensure accurate accounting?

12. Have these registers been checked and found correct?

13. Are the daily expenditure sheets (Rozwar Chittas) prepared at the close of each day or early morning on the day following?

14. Is the balance of provisions being checked once a week?

15. Is a cash book maintained regularly?

16. What is the amount of the permanent imprest?

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17. What is the balance on hand? Is the amount spent accounted for?

18. Is there any money on hand awaiting remittance to parties? Details should be furnished?

19. Are there any long standing advances made out of the office imprest awaiting adjustment? Details should be furnished?

20. Are all charges incurred on account of cash purchases entered in the register then and there?

21. Are all contingent charges incurred under due authority?

22. What are the other registers maintained?

23. How are salary bills prepared? Are drafts of such bills maintained?

24. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein?

25. Is undisbursed pay short drawn invariably in the pay bill of the next month?

26. Is a list of vessels maintained with their correct weight noted thereon? Are they duly numbered?

27. What is the condition of the vessels at the time of inspection?

28. Is a furniture list maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the list being checked every now and then?

29. How are the records maintained? Are they being arranged chronologically?

30. Are there any Nehimidars drawing allowances from the charities and have these Nehimies been granted under proper authority?

31. What is the condition of the buildings? Do they require any repairs?

32. Is an inspection minute book maintained and all points requiring attention noted therein?

33. Extent to which points noted for action at previous inspections have been attended to?

34. General remarks, if any, in respect of improving the efficiency of the working of the institution.

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APPENDIX C.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE GOVERNMENT AGENT OF THE SRI VYASARAYASWAMI MATHA.

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1. Name of Inspecting Officer with designation.....

2. Duration of inspection { Date commenced..... / Date concluded.....

3. Previous inspection { Date..... / Name of Inspecting Officer.....

4. When was the Matt taken under Government management?

5. When was the Government Agent appointed and what are his qualifications and powers?

6. What is the establishment allowed to him? Are the pay and allowances being regularly disbursed and proper acquittances taken?

7. What are the registers maintained by him?

8. What are the properties under his direct supervision? Are demand, collection and balance and other registers maintained with regard to these?

9. What is the total amount of arrears left uncollected at the end of the previous year?

10. What are the estates that have been leased out on fixed rent? Are any arrears of rent still due from the lessees?

11. Have any legal steps been required to be taken for the collection of these arrears?

12. Note the number of cases by or against the Matha in the various courts of British India with a brief indication of the nature of the claim in dispute and the stage of pendency?

13. Note the cases which have been finally decided during the year and their bearing upon Matt income.

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14. The amount that was collected by the Government Agent during the year and the amount remitted by him to Government Treasury and the explanation for any balance kept in his hand.

15. Is the tour programme of the Government Agent fixed in consultation with the Muzrai Superintendent? What is the period of his absence on tour during the previous year?

16. What is the total expenditure during the year entailed by the Agent and his office?

17. Are the lease deeds properly preserved? Where are they lodged?

18. Are detailed contingent bills of each month submitted with vouchers regularly as per rules?

19. Is any undisbursed pay on hand? If so, since how long?

20. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

21. Is the administration report being submitted regularly? What is the due date and the date of actual despatch?

22. Is an inspection minute book maintained and points requiring attention noted therein?

23. Extent to which points noted for auction at previous inspections have been attended to?

24. General remarks, if any.

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APPENDIX D.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE SRI CHAMARAJENDRA SANSKRIT AND AYURVEDIC COLLEGES.

1. Name of college.....

2. Duration of inspection { Date commenced..... / Date concluded.....

3. Name of Inspecting Officer with designation.....

4. Previous inspection { Date..... / Name of Inspecting Officer.....

5. Is the accommodation sufficient and suitable? Note result of the sanitary condition of the building.

6. Is an attendance Register for Pandits and teachers in use? Note remarks, if any, on the punctual attendance of the teachers or otherwise.

7. Are the records of the qualifications and services of the Pandits brought up-to-date?

8. Is the work properly distributed among the staff? Append copy of the time-table.

9. Is the work assigned to each teacher sufficient without being excessive and is it in accordance with his capability?

10. What is the strength of each class or section?

11. What is the average attendance?

12. Are periodical examinations held? And with what result?

13. How many scholarship-holders are there?

14. Are acknowledgments duly taken in the register for payment?

15. Are periodical reports and returns duly prepared and submitted? Note any instances of delay.

16. Is a register for furniture maintained? Are all articles of furniture entered therein together with the details as to the cost and date of purchase of each? Is the register verified once in every quarter and the result reported?

17. Is an up-to-date catalogue of books in the Library maintained? Are the books properly arranged and taken care of?

18. Is an inspection minute book maintained and points requiring attention noted therein?

19. Extent to which points noted for action at previous inspections have been attended to.

20. General remarks, if any, in respect of improving the efficiency of the working of the institution.

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(a) Abstract of receipts and expenditure for the year ending 30th June being the official year immediately preceding that in which the annual inspection takes place.

Receipts	Rs.	a.	p.	Expenditure	Rs.	a.	p.	Remarks
1. Receipts from fees—				1. Teaching staff				
(a) Regular				2. Clerks				
(b) Entrance				3. Servants				
(c) Gymnastic				4. Scholarships				
(d) Special for laboratory, etc.				5. Prizes				
(e) Penal				6. Rent				
2. Receipts from endowments { General ...				7. Taxes				
2. Receipts from endowments { Particular* ...				8. Furniture				
3. Current subscriptions and donations ...				9. Science apparatus				
4. Grants from—				10. Other appliances, maps, class books, etc...				
(a) Provincial Funds { Salary ...				11. Library and reading room				
(a) Provincial Funds { Special ...				12. Repairs and up-keep				
(a) Provincial Funds { Scholarship ...				13. Ordinary contingencies				
(b) Muzrai Funds { Salary ...				14. New buildings				
(b) Muzrai Funds { Special ...				15. Gymnasium and games				
(b) Muzrai Funds { Scholarship ...				16. Outlay not falling under the above heads*				
(c) Local Funds { Salary ...								
(c) Local Funds { Special ...								
(c) Local Funds { Scholarship ...								
5. Other sources*								
Total ...				Total ...				
6. Net cost, if any, to management				17. Profit, if any, to management... ...				
Grand Total ...				Grand Total ...				

* To be specified in the column for remarks.